



REHABILITATION SUPERVISOR

Agency Code: 0499 – Class Code: 9783 –Exam Code: 1PB01

Department(s):	Dept of Rehabilitation
Opening Date:	9/23/2011 11:38:00 AM
Closing Date:	Continuous
Cut-off Date:	1/20/2015
Type of Examination:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$4,308.00 to \$5,235.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for the **Department of Rehabilitation**. Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the Department of Rehabilitation **as of the testing date** in order to take this examination; or
2. Must meet the provisions of the State Personnel [Rules 234 or 235](#); or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code [18990](#); or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code [18992](#) or
5. Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defines in Government Code [18991](#).

FILING INSTRUCTIONS

"HOW TO APPLY"

The application and the Training & Experience Evaluation are available on the internet on a continuous basis. Applicants will respond to questions in order to determine their eligibility to meet the Minimum Qualifications, provide contact information and take the Training and Experience Evaluation test.

You may take this on line examination by clicking the link provided at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special assistance or special testing arrangements, contact the State Personnel Board, examination and Selection Services Section at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-(800)735-2929 or from voice phones at 1-(800) 735-2922.

ELIGIBLE LIST INFORMATION

A DEPARTMENTAL PROMOTIONAL, MERGED eligible list will be established for the Department of Rehabilitation. Names of successful competitors will be merged onto the eligible list in order of final scores regardless of date. Eligibility expires 18 months after it is established.

A candidate may be tested only once during any 12 month period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement as of the date the test is taken.

MINIMUM QUALIFICATIONS

EITHER I

Experience: One year of experience in the California state service performing

the duties of a Senior Vocational Rehabilitation Counselor, Range E, or [equivalent](#).

OR II

Experience: Two years of experience in the California state service performing the duties of a Senior Vocational Rehabilitation Counselor, Range A, B, C, or D, or [equivalent](#).

OR III

Experience: Three years of counseling experience or one year of supervisory experience providing direction to counseling activities. (Experience in the California state service applied toward the counseling requirement must be at a level of responsibility not less than that of a Senior Vocational Rehabilitation Counselor, Range C, or [equivalent](#). (Experience that is limited to the determination of eligibility for financial assistance or to the placement of persons without employment disabilities is not considered qualifying experience.) (Possession of a master's degree with substantial graduate level course work in counseling, job placement and labor market analysis, social casework, or a closely related field may be substituted for not more than one year of the required nonsupervisory experience on the basis of one year of education for six months of experience.) And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted on a year-for-year basis.)

POSITION DESCRIPTION

Under general direction, supervises the activities of a group of vocational rehabilitation counselors, and performs the more difficult program support functions such as contract negotiations, community relations, and client appeals; assists the Rehabilitation Administrator in the administration of a district; and does other related work.

EXAMINATION INFORMATION

Training and Experience Evaluation Examination- Weighted 100%

The examination will consist of a Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. An applicant will receive his/her score upon completion of the Training & Experience Evaluation.

[Click here for a "Preview" of the exam questions.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Consumer caseload management practices to provide appropriate and timely rehabilitation services.
2. Counseling techniques, theories and career/vocational counseling.
3. The Department's operational procedures.
4. State and federal regulations (i.e., California Code of Regulations (CCR),

Code of Federal Regulations (CFR), and Rehabilitation Administrative Manual (RAM) relating to vocational rehabilitation services.

5. Americans with Disabilities Act, Rehabilitation Act, Individuals with Disability Education Act.
6. Medical conditions of disabilities, both physical and mental, and its impact on employment.
7. Local training programs and adult service provider resources.
8. Personnel policies and practices.
9. Rehabilitation Services Administration.
10. Assistive Technology.
11. Current disability legislation.
12. The Department's Equal Employment Opportunities program and practices.
13. Budget management techniques and practices.
14. Labor market and employment trends.
15. Implementing and monitoring contract agreements and services, Memoranda of Understanding (MOUs), and expenditures for the provision of consumer services.

Ability to:

1. Apply the principles and practices of counseling, vocational guidance, rehabilitation and occupational placement.
2. Plan, organize, direct and evaluate the work of others.
3. Analyze situations accurately and take effective action.
4. Conceptualize and analyze to solve problems, negotiate, coach and develop empowerment skills.
5. Build relationships with community stakeholders and others within the agency.
6. Implement, monitor and evaluate Vocational Rehabilitation services delivery, personnel management, conflict resolution, regulation implementation and monitoring, report-memo generation, personnel training-development, corrective action, community resource development, public speaking.
7. Speak at public forums with stakeholders to develop referrals and relationships (formal contracts or informal Memoranda of Understanding).

Skill to:

1. Use personal computers and associated software to accomplish work assignments.

VETERANS PREFERENCE

Veterans' Preference credits are not granted in promotional examinations.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

Department of Rehabilitation
721 Capitol Mall
Sacramento, CA 95814

(916) 558-5545

California Relay (Telephone) Service for the Deaf/Hearing Impaired TTY: 711
(National Relay Service)

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Veterans Preference points will not be granted in this examination as it does not meet the requirements to qualify for Veterans' Preference Credits.

The Department of Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the

same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

In Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

***Once you click the link below, you will be directed through a series of pages. After you have read each page and filled it out click **CONTINUE** to go to the next page. You will be directed to the following pages listed below:

- **Examination Information**
- **Rehabilitation Supervisor Agreement**
- **Login or Create an account**
- **Create an account**
- **User ID and Password**
- **Confirmation**
- **Equal Employment Opportunity**
- **Mailing Address Location**
- **Examination Application**
- **Minimum Qualifications**
- **Supplemental Information**
- **Location Preferences**
- **Training and Experience Examination**
- **Consent Agreement**
- **Notice of Results**

[Click here to take the examination](#)